

North Carolina Cost Share Programs Review Summary
FY2021

County	Rockingham	Date of Previous Review/Report	
District Staff Name(s)	Jason Byrd, Rodney Wright	Date	1/27/2021 (Office) and
NRCS Staff Name(s)			
Division Representative(s)	Tom Hill		
Additional Participants			

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Section 1: Application Procedures and Tracking Progress (BMP Implementation and Payments) Questions in this section focus on how the district advertises the program, how applications are developed, how contracts are developed, how funds are tracked and how the board approves each.										
How/when are the district board meetings scheduled?				X	All meetings are scheduled at the beginning of the year, posted in appropriate locations		X			
How do you notify the public of the board meeting schedule? Does it adhere to the Open Meetings Law?				X	Board room door, through the county, and several other areas. Set dates established (see above). Meeting minutes are in excellent order.		X			

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Please describe the district's process for providing assistance to applicants by assessing resource concerns to determine if a BMP is "needed and feasible" and then developing the conservation plan.	X				Initial contact made, appointment made, maps and other materials brought on site, I&E performed, cost share discussed, batching periods discussed, conservation plan developed, alternatives discussed.		X			
Does the district provide technical assistance without cost share funds?				X	Most of the work is outside of the cost share programs in actuality. The County has the District perform S&E investigations (20%). Review of development applications, environmental impacts, and other assignments made by the County.		X			
What type of technical assistance is provided without cost share funds?				X	See above. Work with individual landowners on stormwater, S&E issues, and other issues of importance to the County.		X			
How does the district prioritize which applicants get funded? Do you prioritize certain watersheds, BMPs, type of operation, first come - first served, etc?	X				Use the priority ranking form, developed specifically for the resource concerns in Rockingham. Applications are batched, if points are below a specific threshold they are held for the next batch period. The priority ranking form is well done and provides points if no other programs are utilized		X			
Once each application is considered, what does the district do with the score? Do you fund based on the score, use another system to prioritize, create eligibility categories, or other?				X	Based totally on the ranking		X			

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Describe the process the district follows when there is a tie on applicants' scores.				X	If any ties occur, those that are "ready to go" with implementation are given priority or those that applied first. This does not occur often (or staff does not recall a situation where that occurred)		X			
Does the district purposefully withhold a percentage of funds until a later date in the program year to be able to fund higher quality projects (more water quality or water quantity benefits) or does the district fund applications until it runs out of funding each batching period? Does the district automatically fund cooperators who applied but did not get funded in the previous program year due to lack of funds or does it re-rank them with new applications?				X	No, funds are provided based on the ranking, however: The Rockingham District is getting more applications than funds, so this hasn't been an issue. Projects ranked in the high categories cover the amount of funding. Those not funded in previous years, their scores "go up against" the current year's applications.		X			
Are applications, contracts and requests for payments reviewed and approved by the Board as a separate action item?				X	Yes		X			
Are application, contracts and requests for payments motions/decisions recorded in the board minutes?	X				Yes, well documented. The Board minutes were in exceptional order and clearly understood.		X			
Has your district delegated signature authority for requests for payments to be approved outside of board meetings? How are they recorded in your board meeting minutes?				X	Yes, they are recorded in the minutes.		X			
Applicants are limited when applying for incentive BMPs. How does your district track applicants so they do not go over the practice caps and to be sure they haven't already "adopted" the practice?				X	Staff maintains a database. Limited issue in Rockingham.		X			


Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
If multiple partners farm together, how does the district track individual applicants as one operation or entity?				X	No mechanism, no issue in Rockingham. Few of these operations in Rockingham. It was discussed with staff should this become more prevalent that a system should be in place. Staff is well aware of various tracking mechanisms that could be employed should this be an issue.		X			
At what point in the application process does the district develop the contract? (After Ranking, After Application Approved?) Describe this process.	X				Developed after the ranking and after approval, then staff works with the applicant in full contract development. I&E and assessment work performed prior to the application. Good due diligence performed.		X			
Describe how the district reviews the contract with the applicant. Do you explain that work cannot begin until the contract is approved by the division?				X	Once approved and the designs are completed, a meeting is held. No work performed prior to division approval. Emails are in the folder showing approval. Cultural Resource reviews complete prior to work beginning. Well done.		X			
What procedures do you follow for notifying the applicant that work can begin?				X	Usually performed with a phone call or site visit, documented via Division email. Staff maintains good contact with Division staff on pended contracts.		X			



Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Describe the district/board's procedure for approving supervisor contracts.				X	Supervisor recuses themselves, noted in Board minutes.		X			
Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?				X	Yes, there have been limited examples of this as there are few supervisor contracts.		X			
Is each contract reviewed in detail with the board before approval? Do you project CS2?	X				Each contract discussed, paper copies provided, contracts viewed and discussed by the Board. Recent center pivot system, new to Rockingham, was reviewed as an educational item in conjunction with the contract. Grants, etc discussed and updated at meetings.		X			
What information do you provide the applicant?				X	A package is provided to each applicant. The contract, designs, worksheets, etc are included. Soil info provided with projects where it is pertinent.		X			
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed correctly and by the contract deadline?				X	Hands on as needed. Sometimes, dependent upon the project, there will be very detailed onsite work performed (hoop house example).		X			
How do you track the Commission's interim performance milestone? One-third of the work must be completed within 12 months of division approval. Are you using CS2?	X				Applicants are informed of the 1/3 performance milestone. Board has policy for cover crops, other vegetative the applicants have one year to perform or contract		X			


Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
					is canceled. Funds can then be utilized by another applicant within the same program year.					
If 1/3 of the work has not been completed within 12 months and the cooperators requests additional time, is the district recording 6-month extensions in the board minutes?				X	Not an issue, staff confers with applicants and discussed with Board. Enforced seriously, but common sense used.		X			
What documentation do you include in the contract file that certifies that the BMP was inspected and is installed to the standards?				X	Engineering Field Books, checkout notes, As Builts. cross sections, grade/slope, and other design/implementation info recorded in EFB.		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Yes, documented in EFB.		X			
Section 2: Spot Checks and Compliance Issues Questions in this section focus on how the district reviews BMPs for compliance and how maintenance and/or non-compliance issues are addressed.										
Are all BMPs under the waste management category spot checked for the first five years after installation? This applies to all farms that fall under the thresholds that are regulated by DWR.				X	Yes, but there haven't been any projects recently.		X			
How does the district notify the NRCS area office or division to conduct spot checks for contracts that need to be spot checked by someone outside of the district? (Refer to Spot Check Policy)				X	Larry Baker may be installing an AgWRAP pond, this will be followed as needed.		X			


Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
How does your district notify individuals that have BMPs that are out of compliance or need maintenance? (Refer to Non-Compliance Policy)				X	Commission policy followed, letter sent but a field visit made prior to the letter to discuss the issue in person. No-till corn and GWW example (7 to 8 years ago), a new producer was guided into getting back into compliance.		X			
How are supervisors notified of BMPs that are out of compliance or need maintenance at any time throughout the year?				X	Discussion at the Board meeting. Agenda item if and as needed and documented in the minutes.		X			
Does the district provide a written notice that the BMP must be repaired or re-implemented within 30 working days? (Vegetative practices have to be reestablished within one calendar year.) Is a copy of the notification kept in the contract file?				X	Yes, and yes, kept in contract file.		X			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation: contract numbers and/or names.				X	No repayment issues.		X			
Is the district notifying the division of non-compliance and resolutions?				X	Not applicable but yes, those maintenance issues documented in the spotcheck report.		X			
Section 3: Record Keeping Questions in this section focus on how funds are managed and accounted for, maintaining proper design and job approval authority, as well as disclosure forms.										
Do you use the CS2 reports to show the board available program funds, encumbrances and expenditures?				X	Checks and balances are maintained with CS2 and a separate Excel spreadsheet. The separate database changed from Access to Excel 5 to 7 years ago.		X			


Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
How are technical assistance and operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	Through the County finance department and the County is responsible for the audits.		X			
Who in the office does work for Cost Share Programs?				X	All staff is involved in the cost share programs through various activities including field and administration. Rodney Wright is the lead field conservationist for cost share programs.		X			
Is proper job approval authority (JAA) documented for each technical and cost share position? Please provide a copy of the latest approved JAA. (Print a copy of what is in the data base. Does it match the district's version?)	X				Field staff has appropriate JAA for practices pertinent to Rockingham. As the new Commission JAA system is established, staff will submit for Commission JAA approval. Jason Byrd was involved in the Commission JAA policy development.		X			
Section 4: Contract Reviews and Site Visits Below is a list of the contracts the division reviewed. Spot checks were also conducted. Notes include recommendations and/or corrective action for contract files as well as the BMP. Contracts/BMPs are listed by contract number.										
Contract Number: Applicant Name: BMP: <i>Insert Picture</i>					Due to COVID 19, the field portion of the program review was delayed until social distancing requirements were eased. Please see the Program Review Summary for detail.					

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Contract Number: 79-2009-031 Applicant Name: Ricky Everhart BMP: Tank, fencing, well <i>Insert Picture</i> 					Well maintained, nice farm. This contract is nearly outside of the maintenance period so this has been an effective project.		X			


Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
 										

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Contract Number: 79-2010-011 Applicant Name: Ivey Green Butler BMP: Cropland Conversion to Trees <i>Insert Picture</i> 					Excellent stand of pines, well managed. Effective use of funds. The trees are showing very good growth.		X			
Contract Number: 79-2011-010 Applicant Name: James Kallum BMP: Critical Area Planting					Former county commissioner passed away land sold critical area still intact and well maintained. Houses have been built in the vicinity but did not encroach on the critical area.		X			


Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
<i>Insert Picture</i> 										
Contract Number: 79-2013-003 Applicant Name: Harden Brown BMP: Field Border, Grassed Waterway					Very well maintained. A couple of minor eroded areas not in the contract.					


Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
<i>Insert Picture</i> 										

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Contract Number: 79-2014-005 Applicant Name: Sherwood Pinnix BMP: Fencing, Well, Tanks					All in good shape, well manage pastures. Another effective, long-lasting project		X			

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
<i>Insert Picture</i> 										


Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Contract Number: 79-2016-003 Applicant Name: John Isley BMP: Field Border, Grassed Waterway					Very nice stand of grass, nice mixture, well maintained. Practices positioned very well on the landscaped		X			

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
<i>Insert Picture</i> 										

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
<p>Contract Number: 79-2017-012 Applicant Name: Tammy Thomas BMP: Well, Pump</p> <p><i>Insert Picture</i></p> 					<p>Great project showing need for AgWRAP, great discussion with the operators. They repeatedly discussed how the AgWRAP program converted their operation from “breaking even” to making a profit. They also encourage their community to work together in maintaining and improving the community’s farming operations. Very effective project.</p>		X			
<p>Contract Number: 79-2019-002 Applicant Name: Harry Sharp BMP: Fencing, Well, Tanks</p>					<p>All in order, pastures in good shape. A very experienced, older farmer that was somewhat hesitant in participating in government</p>		X			

Insert Picture					programs that has been appreciative of what the soil and water district has provided to his operation.					
----------------	--	--	--	--	--	--	--	--	--	--



Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
										

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Contract Number: Applicant Name: BMP: Insert Picture										
Contract Number: Applicant Name: BMP: Insert Picture										
Contract Number: Applicant Name: BMP: Insert Picture										
General Contract Summary										